

**From:** [Hart, Debbi](#)  
**To:** [Stanton, Rachel](#)  
**Subject:** FW: Training on Unauthorized Disclosures  
**Date:** Wednesday, October 25, 2017 4:43:22 PM  
**Attachments:** [image001.png](#)  
[Unauthorized-Disclosure-Training-Manager-Talking-Points.pdf](#)  
[Unauthoized-Disclosure-Guidance.pdf](#)

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**From:** Jablonski, Janice  
**Sent:** Tuesday, September 19, 2017 11:00 AM  
**To:** OAM-FIRST-LINE-SUPERVISORS <OAM-FIRST-LINE-SUPERVISORS@epa.gov>; OARM-CI Supervisors <OARM-CI\_Supervisors@epa.gov>; Biro, Susan <Biro.Susan@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Harris, Monisha <harris.monisha@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; OARM-IO-OPRM\_First\_Line\_Supervisors <OARM-IO-OPRM\_First\_Line\_Supervisors@epa.gov>; OARM-OA-First Line Supervisors <OARM-OA-First\_Line\_Supervisors@epa.gov>; OARM-ODACMO First Line Supervisors <OARM-ODACMO\_First\_Line\_Supervisors@epa.gov>; OARM-RTP EPA-First Line Supervisors <oarm-rtp\_epa-first\_line\_Supervisors@epa.gov>; OGD First Line Supervisors <OGDFLS@epa.gov>; OHR First Line Supervisors <OHR\_First\_Line\_Supervisors@epa.gov>  
**Cc:** OARM Directors <OARM\_Directors@epa.gov>  
**Subject:** FW: Training on Unauthorized Disclosures

All: In accordance with a direction from the White House, we are asking that supervisors conduct training for all employees, this week, on Unauthorized Disclosures of Classified Information and Controlled Unclassified Information ("CUI"). The email below provides links to a set of talking points for managers to deliver during the training and a guidance document for use by employees. I am also attaching a copy of those documents to this email. We ask that you take the time this week to present the materials to your staff. Please note that the managers talking points has embedded links to two videos (which should be shown during the training) and an online training that staff may take. To the extent feasible, please include on-site grantees and contractors in the training. Let me know if there are any questions. Thanks.

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**From:** Cooper, Marian  
**Sent:** Monday, September 18, 2017 4:17 PM  
**To:** OARM Directors <[OARM\\_Directors@epa.gov](mailto:OARM_Directors@epa.gov)>  
**Cc:** Lemley, Lauren <[Lemley.Lauren@epa.gov](mailto:Lemley.Lauren@epa.gov)>  
**Subject:** FW: Training on Unauthorized Disclosures

Please see this training requirement (below) that the White House directed be completed this week. All federal agencies must conduct a one-hour training course for employees on preventing the unauthorized disclosure of classified information and controlled unclassified information ("CUI").

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**From:** Cooper, Marian **On Behalf Of** Vizian, Donna  
**Sent:** Monday, September 18, 2017 3:22 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>; Associate Administrators <[Associate\\_Administrators@epa.gov](mailto:Associate_Administrators@epa.gov)>; Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>  
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**Subject:** Training on Unauthorized Disclosures

On September 8, 2017, the White House directed that during the week of September 18, 2017 all federal agencies to conduct a one-hour training course for employees on preventing the unauthorized disclosure of classified information and controlled unclassified information ("CUI").

In an effort to limit unauthorized disclosures, the White House has tasked all federal agencies with reinforcing key concepts in the handling and protection of classified information and CUI. We must ensure that our employees know their roles and responsibilities regarding safeguarding this information.

Based upon the short timeframe dictated by the White House, I am requesting that your managers conduct the one hour training this week. To facilitate this training, the Security Management Division in the Office of Administration and Resources Management has prepared materials that managers can use to conduct this training. Please direct them to the following document ([Unauthorized Disclosure Training Manager Talking Points](#)). I am also asking that your managers provide to each employee a copy of this related fact sheet ([Unauthorized Disclosure Guidance](#)).

Thank you for your help in preventing unauthorized disclosures of classified information and CUI. If you have additional questions, please have your staff contact Kelly Glazier, Director, Security Management Division, [glazier.kelly@epa.gov](mailto:glazier.kelly@epa.gov).